

Kimberly Dulac *Leader/Performer/Educator/Admin*

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🖱 <https://www.kimberlydulac.com>

👤 She/Her/Hers



Experienced leader, instructor, and performer with over 15 years of international experience. Excellent reputation for problem resolution, being a role model, "stepping in and up", improving overall operations, deep focus on maximizing profits, noted strong commitment to clear communication, and considering our environmental impact.

EDUCATION

B.A. Organizational Leadership , <i>Brandman University</i> Summa Cum Laude	October 2018 – May 2020 USA
Undergraduate Certificate Paralegal , <i>Brandman University</i>	October 2018 – May 2020 USA
A.A. General Studies , <i>Valencia College</i>	January 2014 – August 2017 Orlando, USA
High School Diploma , <i>University of North Carolina School of the Arts</i>	June 2005 Winston-Salem, USA
500 Certified Yoga Teacher Registered with Yoga Alliance and Yoga Alliance International	2021
Ayurveda Specialist Certification , <i>Online Yoga School</i>	May 2023 – June 2023

PROFESSIONAL EXPERIENCE

Executive Administrative Assistant , <i>Belay Diagnostics</i> <ul style="list-style-type: none">• Manage schedules and communications of all key leadership• Act as point of contact among executives, employees, clients, and external partners• Responsible for creating and managing the onboarding process for employees• Benefits administrator• Prepare grant documents and assist in submission process• Responsible for entering expense reports and invoices• Track inventory and deliveries• Tracking and creating website updates	March 2023 – present Chicago, USA
Instructor , <i>Hubbard Street Dance</i> <ul style="list-style-type: none">• Instruct students and company members in yoga and ballet• Oversaw operations to provide students with a safe, inclusive, and memorable summer experience• Sent Invoicing for travel and logistics• Problem Solving and Conflict Resolution with any issues	June 2022 – present Chicago, USA
Lead Principal , <i>Walt Disney World</i> <ul style="list-style-type: none">• Created, managed, organized, and established databases for data collection for distribution and publication• Scheduled daily schedules, as well as, employee PTO• Organized and adjusted daily payroll entry• Provided extensive training to new office staff and assisted in hiring of additional office staff• Became proficient in Microsoft Office Suite• Performed, rehearsed, and trained for daily live stage performances in dance and acrobatic stunts• Performed and rehearsed for major nationally televised events including the ABC holiday specials and music videos on the Disney Channel	June 2012 – December 2020 Orlando, USA

<p>Marketing and Production Manager, Unity Productions</p> <ul style="list-style-type: none"> • Created, curated, and established databases for contacts and event locations • Invested time in market research to develop databases for future events • Managed distribution and processing of the invoices for clientele • Responsible for coordinating and scheduling event locations, future employees, and execution of the events itself • Created and published various marketing material via social media and email 	<p>January 2015 – October 2020 Orlando, USA</p>
<p>Event Production Manager and Performer, Various Entertainment Production Companies</p> <ul style="list-style-type: none"> • Managed all areas of events, from pre-planning, through the event day, and post-event activities • Organized logistics of event preparation, including location scouting, stage design, and program implementation • Determined appropriate levels of staffing and budget to stay within given monetary parameters • Rehearsed and performed in live and filmed events to create magical moments for all guests 	<p>January 2016 – January 2020 USA</p>
<p>Dance Captain and Performer, Universal Orlando Resort</p> <ul style="list-style-type: none"> • Performed in live stage shows daily and at various events on property • Taught, gave feedback and notes, and filed daily reports as dance captain for the live stage shows to maintain quality of show • Exercised and trained daily to improve physical fitness, technique, and artistry • Ensured personal attire and appearance were within the guidelines for entire team to ensure show quality was up to organizational standard 	<p>November 2013 – December 2020 Orlando, USA</p>
<p>Assistant Manager, Bistro Clo Clo</p> <ul style="list-style-type: none"> • Created and managed weekly schedules for front of house staff • Conducted thorough hiring and training for front of house staffing • Managed, published, and created an update to date inventory with an extensive list of store items • Calculated and compiled financial data for tax deductions for serving staff and end of the day total food sales 	<p>March 2014 – January 2015 Orlando, USA</p>
<p>Dancer/Dance Teacher, Joffrey Ballet</p> <ul style="list-style-type: none"> • Performed classical and contemporary dance during filming and live stage productions • Worked with choreographers to modify and refine dance technique and steps accordingly • Exercised and trained daily to improve physical fitness, dance technique, and artistry • Planned and oversaw group and individual classes in ballet, jazz, contemporary, lyrical, creative movement, pointe, pas de deux, and variations for ages 18 months to adult • Provided a fun and creative environment for equity and inclusion • Clearly communicated with a diverse staff of teachers and students 	<p>August 2005 – August 2011 Chicago, USA</p>
<p>Dancer, DanceWorks Chicago</p> <ul style="list-style-type: none"> • Performed classical and contemporary dance during filming and live stage productions • Taught and set choreography to company as team changed • Attended daily class and rehearsals to improve physical fitness, technique, and artistry • Coordinated with choreographers and directors to create, refine, and perform different styles of dance and choreography • Developed professional network of entertainment professionals • Attended meetings and work-related events including fundraisers and galas to improve community 	<p>August 2008 – January 2011 Chicago, USA</p>

SKILLS

Management and Leadership Experience	Teamwork
Communication	Conflict Resolution
Problem-Solving	Detail Oriented
Multitasking	Microsoft Office
Google Suite	Diversity and Inclusion
Analyze and Synthesize	French B2

AWARDS

\$250 Grant to National Resources Defense Council, Walt Disney World Earned through volunteer work for Disney's Voluntears Program	2020
Quarterly Award, Walt Disney World Given to employees nominated by senior management for being an outstanding employee	2019
Grape Soda Award, Walt Disney World Recognized for Environmental Awareness	
Four Keys Recognition Cards, Walt Disney World Safety, Courtesy, Show, and Efficiency	

AFFILIATIONS

Yoga Alliance	2021 – present
Actors Equity Association	2016 – 2021
Festival of the Lion King Green Team, Founder	2020 – 2020
Disney Shows Safety Team	2016 – 2020

REFERENCES

Frank Murphy, *Guest Experience Manager*, Disney
fmurhpy603@gmail.com, 7323002005

Steve Sweet, *Proprietor*, Disney
steven.sweet@disney.com, 3216894274